

SENIOR AUTO PARTS TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty ordering, receiving, stocking, and issuing automotive, diesel and equipment parts and supplies; may perform lead duties; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Maintains an automated auto parts inventory and accounting system; orders, receives, stocks, and issues parts, tires, lubricants, and operating supplies; makes arrangements for delivery or delivers parts; enters work order information into database including parts on work order; assists and communicates with automotive technicians on requirements and selecting parts to ensure proper product line; maintains ongoing inventory of fast moving items; contacts vendors for out of stock parts and supplies; prepares purchase requisitions and required documents.

Posts invoices; monitors balances of purchase orders; verifies parts and supplies received for compliance with specifications and quantity; prepares required reports; conducts physical inventory; responsible for return and replacement of obsolete parts; maintains proper handling and disposal procedures for chemicals and solvents; maintains clean safe working environment; assists with wrecker/tow truck services; coordinates services with Navajo Nation departments; may be delegated in the absence of supervisor.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of maintaining automotive, diesel, and equipment, parts and inventory.

Knowledge of computer hardware, software and peripherals.

Knowledge of procurement policies and procedures.

Knowledge of occupational safety and health practices and procedures related to the procurement of automotive equipment and supplies.

Knowledge of the environmental rules, regulations and guidelines related to the storage of automotive supplies and parts.

Knowledge of basic accounting or business practices and methods.

Knowledge of customer service/public relations practices.

Skill in ordering, receiving and stocking automotive parts and supplies.

Skill in maintaining computerized databases and inventory.

Skill in safely dispensing and disposing of chemicals and solvents.

Skill in quickly and effectively obtaining automotive parts and supplies from vendors.

Skill in utilizing customer service techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting, carrying, and stocking of automotive parts and supplies weighing up to 50 pounds with potential exposure to hazardous fumes and chemicals.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years of experience in receiving, stocking, and issuing automotive parts and supplies; one (1) year of which must have been in accounting or related experience.

THE NAVAJO NATION

Class Code: 4043
General Services and Maintenance Series
Fleet Maintenance Group
Overtime Code: Non-Exempt
Pay Grade: 59

SENIOR AUTO PARTS TECHNICIAN

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.
- One (1) year of experience as an automotive mechanic/technician.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- Some positions may require a Commercial Driver's License (CDL) or other related certifications.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.